DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1615

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Page 1 of 2

Agency

Department of Public Safety and Correctional Services

Division/Unit

Division of Pretrial Detention and Services

and cor	rectional services	betention and	1 services
Item No.	Descri	ption	Retention
	SOCIAL WORK AREA		
1.	PSYCHO-SOCIAL ASSESSME	NT	
	This series includes s diagnostic materials f is used in planning. maintained in inmate's is maintained in the d for purposes of refere	or inmates and Record copy basefile. A copy epartmental office	Retain for three (3) years or as long as inmate is in the institution, then destroy.
2.	GROUP FILES		
•	This series contains r dropout notices, compl certificate copies, wo evaluation of groups.	etion evaluations,	Retain for five (5) years from group termination date, then destroy.
3.	RELEASE PLANNING FILES		
	This series contains we copies of corresponden information forms and data related to special release plans.	ce, release of other miscellaneous	Retain for two (2) years, then destroy.
4.	STATISTICAL REPORTS		
	A. RAW DATA		
·	This series contains reports from each staff person on psycho-social assessment group activity.		Retain for three (3) years, then destroy.
13	Approved by Department,	Schedule Authorized by State	Archivist
Date	May 10, 1994	Date 5/3/94	
Signature	_ '	Signature Talante d	pur

TitleSpecial Assistant to the Commissioner DGS 550-1 (Rev. 1/93)

Typed Name Paul E. Brown

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

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Schedule No.

1615

(Continuation Sheet)

Page 2

of

Agency

Department of Public Safety . and Correctional Services

Division/Unit

Division of Pretrial Detention and Services

ltem Description Retention No. в. MONTHLY AND ANNUAL SUMMARIES Reports generated by Regional Retain for ten (10) Supervisors each month and for the

5. GENERAL CORRESPONDENCE

files.

Subject arrangement of original incoming letters, copies of outgoing letters. memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.

fiscal year. Original is sent to the Director of Social Services, copy in Regional Supervisor's office

> Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives.

years, then destroy

DGS 550-1A (Rev. 1/93)

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)		Page 1 Or 5
EPARTMENT/AGENCY	2. DIVISION	3. UNIT
partment of Public Safety	Division of Pretrial	Baltimore City Detention
and Correctional Services	Detention and Services	Center
DEFINITION - Records Series - A group of related record	ds normally filed and used as a unit for reference as	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
SOCIAL WORK AREA		<u>1991</u> то
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Psycho-Social Assessment		
·	·	
		•
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Ø Letter Size ☐ Microfilm	yp Alphabetical	
	•	□ Computer Tape (s)
□ Legal Size □ Computer Tape	□ Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION M. File Drawer (s)
□ Other (Specify)	Other (Specify)	☐ Microfilm Reel (s)
	·	Computer Tape(s) Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	<u> </u>
	_	
X Daily " - Weekly - Monthly	Number	Month(s) X Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
Social Work Office Baltimore City Detention Center	□ Yes	X⊅ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes `X⊅ No	□ None 🕱 State □	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) Pres X No	18. RECOMMENDED RETENTION Retain for three (3) years the institution, then destre	or as long as the inmate is in
F. D. HENELLED THE DE PREPARES	20. TELEPHONE NUMBER	21. DATE
Richard A. Bradley		·
Communication/Fleet Coordinator	410-637-1361	May 10, 1994

DGS 550-4 (Revised 1/93)
Figure 1

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 2 01 5
Department of Public Safety	2. DIVISION Division of Pretrial	3. UNIT Baltimore City Detention
and Correctional Services	Detention and Services	Center
DEFINITION - Records Series - A group of related recor	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
SOCIAL WORK AREA		<u>1991</u> το
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Group Files		
		,
·		•
	T	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME X File Drawer(s)
X Letter Size ☐ Microfilm	X ^D Alphabetical	□ Microfilm Reel (s)
□ Legal Size □ Computer Tape	☐ Numerical	Computer Tape (s) Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number *
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
•		. Mg File Drawer (s)
□ Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)
		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	I.
	5 Month(s) ex Year(s)	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
Social Work Office		
Baltimore City Detention Center	Yes	Xo No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
(7) Yes XO No	□ None 🕱 State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Retain for five (5) years from group termination date, then destroy	
Yes Xi No	then destroy.	
Richard A. Bradley	20. TELEPHONE NUMBER	21. DATE
Communication/Fleet Coordinator	410-637-1361	May 10, 1994

GS 550-4 (Revised 1/93)
Figure 1

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	Page 3 Of 5
DEPARTMENTIAGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records Series - A group of related recor		
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
SOCIAL WORK AREA		<u>1991</u> ro
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Release Planning Files		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X Letter Size Microfilm	X ⁰ Alphabetical	¥ File Drawer(s) □ Microfilm Reel (s)
☐ Legal Size ☐ Computer Tape	D Numerical	Computer Tape (s) Other (Specify)
□ Bound Book □ Floppy Disk	☐ Chronological	Number :
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION . X File Drawer (s)
□ Other (Specify)	Other (Specify)	Microfilm Reel (s) Computer Tape(s)
		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
🐰 Daily " 🗆 Weekly 🗀 Monthly	Dumber	Month(s) Xa Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
Social Work Office Baltimore City Detention Center	□ Yes	3 0 №
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes 'Xົ No	□ None 🦅 State □	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Retain for two (2) years, then destroy.	
Yes X No	the face of earlier of	
Richard A. Bradley	20. TELEPHONE NUMBER	21. DATE
Communication/Fleet Coordinator	410-637-1361	May 10 109/

DGS 550-4 (Revised 1/93)
Figure 1

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)		Page 4 Of 5
DEPARTMENTIAGENCY	2. DIVISION	3. UNIT
Department of Public Safety and Correctional Services	Division of Pretrial Detention and Services	Baltimore City Detention
DEFINITION - Records Series - A group of related reco		
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
SOCIAL WORK AREA		<u>1991</u> то
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	e the purpose or function of the Series)
Statistical Reports		
a. Raw Data	•	
b. Monthly and Annual Summaries		
	·	
		,
7 DECORD SERVES CORMATICS	A BECORD DEDUCE SEQUENCE	To young
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME X File Drawer(s)
X Letter Size Microfilm	X ⁰ Alphabetical	☐ Microfilm Reel (s)
□ Legal Size □ Computer Tape	Numerical	Computer Tape (s) Other (Specify)
		5
☐ Bound Book ☐ Floppy Disk	☐ Chronological	Number .
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION 30 File Drawer (s)
□ Other (Specify)	Other (Specify)	Microfilm Reel (s)
		☐ Computer Tape(s) ☐ Other (Specify)
	1	
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
🐰 Daily " 🗅 Weekly 🗅 Monthly	3 🗅	Month(s) & Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	LE? (If yes, specify agency or office)
Social Work Office		
Baltimore City Detention Center	Yes	X) No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes • XÞ No		Federal D Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Retain for three (3) years,	then destroy.
□ Yes Xi No	100	3
Richard A. Bradley	20. TELEPHONE NUMBER	21. DATE
Communication/Fleet Coordinator	410-637-1361	May 10, 1994
Figure 1	- 25 -	
	40 -	· · · · · · · · · · · · · · · · · · ·

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550.1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	. AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)		Page 5 Of 5
DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Department of Public Safety and Correctional Services	Division of Pretrial Detention and Services	Baltimore City Detention
DEFINITION - Records Series - A group of related recor		
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
	`_	
SOCIAL WORK AREA		<u>1991</u> то
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	e the purpose or function of the Series)
General Correspondence		
		·
·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME X File Drawer(s)
X Letter Size 🗆 Microfilm	X Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tape (s)
□ Legal Size □ Computer Tape	□ Numerical :	Other (Specify)
☐ Bound Book ☐ Floppy Disk	D Chronological	Number '
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION . MY File Drawer (s)
□ Other (Specify)	□ Other (Specify)	· Microfilm Reel (s)
	·	□ Computer Tape(s) □ Other (Specify)
·		
44 5115 16 11650	10 50 5 5500 50 00000 50 000 50 000 50 000 50 000 50 000 50 000 50 000 50 000 50 000 50 000 50 000 50 000 50 000 50 000 50 000 50 000 50 000 50 00000 50 000 50 000 50 000 50 000 50 000 50 000 50 000 50 000 50 0000 50 000 50 000 50 000 50 000 50 000 50 000 50 000 50 000 50 000	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Monthly □ Weekly □ Monthly	1 □ Number	Month(s) Xb Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
Social Work Office		X 0 No
Baltimore City Detention Center	, , ,	*
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes ` Xp No	□ None SX State □	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Screen annually and destroy needed for current business	
Yes X No		
HAME AND THE POS PREPARER	20. TELEPHONE NUMBER	21. DATE
Richard A. Bradley Communication/Fleet Coordinator	410-637-1361	May 10 1994

DGS 550-4 (Revised 1/93)
Figure 1